

\* Retention Period \*

**AVET ACCREDITED VETERINARIANS**

General correspondence and related material concerning accreditation of veterinarians too broad to be filed in subjects below.

(item 439a)

Originating office :

Destroy when 3 years old.

(item 439b)

All other offices :

Destroy when 2 years old.

Record copy relating to accredited veterinarians case history. Includes prior or subsequent actions or activities for accreditation, such as examination scores, application requests, copy of accreditation certificate, and similar material. File by name of veterinarian.

(item 440a)

Originating office:

Destroy when 45 years old or when deceased.

(item 440b)

All other offices:

N/A

Card file.

(item 441a)

Headquarters office:

Destroy when veterinarian deceased.

(item 441b)

All other offices:

Destroy when superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

\* Retention Period \*

**AVET 1 POLICY**

Policy and guidelines covering all subjects included under this primary subject. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category.

**EXCEPT:** Publications, instructions, or directives which are filed in binders according to established Agency custom.

(item 442a)  
Originating office:  
PERMANENT. Retire to Federal Records Center (FRC) when 10 years old. Transfer to National Archives and Records Administration (NARA) when 15 years old.

(item 442b)  
All other offices:  
Destroy when superseded or obsolete.

**AVET 2 REPORTS AND STATISTICS**

Reports covering all subjects included under this primary subject. Includes annual report to Congress. Case file by type of report as necessary.

a. Record copy of substantive reports, such as annual summaries and comprehensive nonrecurring reports. Case file special or one-time reports as needed.

(item 443a)  
Originating office:  
PERMANENT. Retire to FRC when 10 years old. Transfer to NARA when 15 years old.

(item 443b)  
All other offices:  
Destroy when 2 years old.

b. Agency copy of above report.

(item 444a)  
Originating office:  
Destroy when superseded or obsolete.

(item 444b)  
All other offices:  
Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

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**AVET 2** (continued)

c. All other reports.

(item 445a)  
Originating office:  
Destroy when 2 years old.

(item 445b)  
All other offices:  
Destroy when 2 years old.

**AVET 4 EXAMINATION**

General material relating to examination for accreditation including examination requests.

(item 446a)  
Originating office:  
Destroy when 3 years old.

(item 446b)  
All other offices:  
Destroy when 2 years old.

Master copy of examination booklet.

(item 447a)  
Originating office:  
**PERMANENT**. Retire to FRC when 10 years old. Transfer to NARA when 15 years old.

(item 447b)  
All other offices:  
N/A

Copies of examination booklets.

(item 448a)  
Originating office:  
Destroy when superseded or obsolete.

(item 448b)  
All other offices:  
N/A

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

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***DISPOSAL AUTHORITY NC1-310-77-2***

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\* Retention Period \*

**AVET 4** (*continued*)

Answers - Self-explanatory.

(item 449a)

Originating office:

Destroy when 1 year old.

(item 449b)

All other offices:

N/A

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

June, 1991